



Nutfield Parish Council Minutes
Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

3rd October 2018

Meeting opened at **7:30pm** and closed at **10:42pm**.

Email: parishclerk@nutfieldpc.com Website: www.nutfieldpc.com

Councillors (Cllrs) present:

Cllr John Johnson (Chairman)
 Cllr Paul Murray (Vice-Chairman)
 Cllr Phil Hanson
 Cllr Sue Ford
 Cllr Stephen Hall
 Cllr Kent Sandiford
 Cllr Rigel Mowatt

Apologies:

Cllr David Miller

Attending:

10 visitors
 District Cllr Vickers

Apologies

Cllr Thorn
 Cllr Elias
 Cllr Black

In attendance: Nicky Chiswick (NC), Clerk

1.	The Chair to open the meeting Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence. No apologies received.	
3.	Code of Members' Conduct <ul style="list-style-type: none"> • The Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary & Other Interests form since the last meeting. • No Cllr declared any Disclosable Pecuniary Interests and/or 'Other Interests' in respect of any item on the agenda. 	
4.	Public Session The following subjects were raised: 1. Parking and Traffic i) Traffic/speeding cars are an increasing issue for the parish (Mid Street) (A local horse rider noted increasing concerns for the safety of horses and riders due to irresponsible driving behaviour. All Parishioners were encouraged to report such incidents in as much detail as possible to Surrey County Council (Councillor Rose Thorn) whose contact details were provided). A discussion on how Burstow Parish Council handled their local situation took place and decided it would be beneficial to investigate further. ii) Parking – Saturday football was highlighted to create a particular problem, as is school drop off and pick up. Noted that the Village Hall is a pinch point, and that parking has been seen to block mobility access onto paths. Advised there is a Safer Routes to School initiative through SCC. Options that had been discussed previously were highlighted by NPC as NPC advised that this issue has been evident for a long time. It was advised that NPC have no powers over the roads, traffic and parking. These are SCC/Surrey police responsibility. NPC advised that parking is on tonight's agenda (point 8)	NC

	<p>2. Member of public asked if draft minutes could be released before the next meeting in order to see discussed items before the following meeting.</p> <p>3. A thank you to NPC for getting RAA meeting organised</p> <p>4. Bins – Nutfield corner and 2 x station bins missing</p>	
5.	<p>Report from County & District Councillors</p> <p>Cllr Vickers reported:</p> <ul style="list-style-type: none"> - Coopers Hill Road Cycling race in September. TDC were not aware. - Coopers Hill Road – Landslide update. Cllr Thorn is looking into it. - Coopers Hill Road– Car broken down and left (owners lived far away), and subsequently the vehicle was set on fire and fly tipping occurred in the same spot. - Coopers Hill Road – Speed Watch. September – 1 session August - 1 session (3 people caught for 2nd time and 1 person caught for 3rd time). Fastest was a motorbike at 93 MPH. July – 3 sessions. Caught 70 people (6 people caught for 2nd time) Short of volunteers to run more sessions. <p>Cllr Black reported (Via Cllr Vickers)</p> <ul style="list-style-type: none"> - Church Lane – Double yellow lines from A25 towards the church/removing bay (Church Hill) - Kings Cross Lane Development – to be complete mid-October rather than December. Contact details given to Clerk in order to confirm timing. - Black Barn – still awaiting decision. Advised (that Cllr Black) has asked to go to committee if they are thinking of approving the Black Barn application. 	NC
6.	<p>Acceptance of last minutes</p> <p>The Assistant Clerk had prepared and circulated minutes of the meeting held on the 5th September 2018. Cllrs approved these minutes and the Chair signed them on behalf of the Council. The Clerk to arrange the display of these minutes on the Council's notice boards and website.</p>	NC
7.	<p>Planning Applications</p> <p>In respect of the four applications notified by TDC and two applications from SCC since the last Parish Council meeting, it was resolved that:</p> <p><u>2018/1864/NH - 80 High Street, Nutfield RH1 4HE.</u> Erection of single storey rear extension measuring 4.61 metres deep, with a maximum height of 3.71 metres and an eaves height of 2.483 metres. Comment: <i>No Objections</i></p> <p><u>2018/1811/NH - Brookside Cottage, Crab Hill Lane, South Nutfield RH1 5PG.</u> Demolition of existing single storey lean-to rear extension. Erection of single storey rear extension measuring 8 metres deep, with a maximum height of 4 metres and an eaves height of 3 metres. Comment: <i>No Objections</i></p> <p><u>32018/1739 - 17 Thepps Close, South Nutfield, Rh1 5NX.</u> Single story rear extension <u>2018/1744 - Crab Hill Barn, Crab Hill Lane, South Nutfield RH1 5NR.</u> Erection of new 1.8m high vehicular access gate, with 2.2m high brick pillars, to replace part of the existing 1.8m high fence to allow for the formation of a vehicular crossover and additional hard standing. Comment: <i>No Objections</i></p>	NC NC NC

	<p><u>2018/1744 - Crab Hill Barn, Crab Hill Lane, South Nutfield RH1 5NR.</u> Erection of new 1.8m high vehicular access gate, with 2.2m high brick pillars, to replace part of the existing 1.8m high fence to allow for the formation of a vehicular crossover and additional hard standing incorporating extension of driveway (Amended description).</p> <p><i>Comment: Nutfield Parish Council object to the above planning (2018/1744) on the basis that this work would mean there would be an additional vehicular access to Crab Hill Lane situated in a dangerous location. This development would facilitate this building becoming a separate dwelling, which NPC has previously already objected.</i></p> <p><i>Consultation by Surrey County Council:</i></p> <p><u>2018/0073 - Mercers South Quarry, Bletchingley Road, Nutfield, Surrey RG1 4EU.</u> Non-material amendment to planning permission Ref: TA/2013/1799 comprising change in infill material from inert waste to non-hazardous waste. <i>Comment: Waiting for confirmation on 'what is classified as hazardous'</i></p> <p><u>2018/0074 - Land at Mercers South Quarry, Bletchingley Road, Nutfield, Surrey RH1 4EU.</u> Non-material amendment to planning permission Ref: TA/2017/2346 comprising change in infill material from inert waste to non-hazardous waste. <i>Comment: Waiting for confirmation on 'what is classified as hazardous'</i></p> <p><u>2018/0099 - Former North Cockley Landfill Site, Chilmead Lane, Redhill, Surrey RH1 4ER.</u> Details of contractor's Method Statement submitted pursuant to Condition 6 of planning permission ref: RE17/00570/CON and TA/2017/507 dated 10 August 2017. <i>Comment. No comment</i></p> <p><i>Noted that Little Hundith application has been approved and that Eugene Bann application has been refused. Reasons for refusal to be clarified.</i></p> <p><u>Reigate and Banstead Local Plan</u> Reigate and Banstead Local Plan Cllr Murray advised that NPC are not registered to speak on this matter. TDC are not appearing, yet have submitted their written submission (February 2018) before South Godstone was chosen as the preferred site for Garden Village. Within TDC's Draft local plan they recommended that Redhill Aerodrome is designated as an important employment site. RBBC wish to safeguard area SAS1 (within which the RBBC section of Redhill Aerodrome is included) for future development. So a contradiction noted. Cllr Murray recommended presenting this in writing from NPC to R & B Programme Officer. Noted that Nutfield conservation Society are appearing. Approved by all for Cllr Murray to write a paper by 14th October.</p>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>NC/PM</p>
8.	<p>Nutfield Parking See Highways Report Section (point 15.2)</p>	
9.	<p>Reports from the Assistant Clerk and Clerk</p> <ol style="list-style-type: none"> 1. Facebook – NP Clerk account approved by all 2. Assistant Clerk – Holiday pay approved by all – to be paid within Octobers pay run. 3. Assistant Clerk – Clerk to send to list of applicants to the Employment Group (once applications have closed) and proposal on next steps including proposed first round selection criteria. 	<p>NC</p> <p>NC</p>

	<p>4. <i>Email database – Cllr Miller holds the information through Mail Chimp. JJ to contact Cllr Miller and arrange details to be passed to the Clerk</i></p> <p>5. <i>Poppies – Cllr Hall advised that poppies have been dispatched and Cllrs agreed to place them once they have arrived.</i></p> <p>6. <i>Wreath Request – Fully agreed spend of £200 for Royal British Legion War Memorial 2018 activities (see Point 15 – Cemetery)</i></p> <p>7. <i>Other correspondence (correspondence report)</i></p> <ul style="list-style-type: none"> - <i>Correspondence report circulated to all Cllrs</i> - <i>No response on Councillor Vacancy. Clerk to place second advert on noticeboard and website.</i> - <i>Chairs in NPC office to be placed in Village Hall loft</i> <p>8. <i>Assistant Clerk report – no report</i></p> <p>9. <i>Charles Arnold-Baker Clerk Book (Local Council Administration) was circulated to Cllrs previously - Agreed spend of £120 for the book.</i></p>	<p>NC/JJ</p> <p>All</p> <p>NC</p> <p>NC</p> <p>NC</p>
10.	<p>Local Transport Clerk advised that the Sam Gyimah letter had been sent. Meeting required with CAA (Cllr Johnson and Murray, Steve Hanks and NCS)</p>	PM
11.	<p>Nutfield Parish Equipment List of equipment required for the NPC presented to Cllrs. Fully approved £300 for this equipment. Clerk to arrange to purchase accordingly.</p>	NC
12.	<p>Finance</p> <ul style="list-style-type: none"> - The Clerk confirmed the total reserve bank balance of £150,595.68 (of which £63,400.16 CIL money is included in this – this is ring-fenced) and current bank balance £200. - Highlighted that we need to create new bank account for CIL money, and banking review needed. Agreed by all to separate CIL money into a separate bank account. - Clerk presented bank reconciliation to Chairman for signing - Clerk presented budget to actuals document. Finance meeting need meeting to start budget preparations. - Clerk highlighted HMRC calculations had been over paid. Reconciliation sheet presented. 	<p>NC</p> <p>Finance WG</p>
13.	<p>Village Hall</p> <ol style="list-style-type: none"> 1 No further forward on storage at Village hall, although noted spreader that is currently sat in Assistant Clerks garage needs moving as soon as possible. 2 Meeting needed with current directors and potential directors to start handover process. 	<p>NC</p> <p>JJ</p>
14.	<p>Grant Applications Grant received from Nutfield Firework Team for the cost of port-a-loos at the Firework evening. Cllrs discussed in detail and agreed that the firework display is now a successful well- established annual event. NPC feel as they have assisted with this event since it commenced, it is time to allocate the limited grant funding elsewhere to help other worthy local causes. Unanimous decision was to decline the application.</p>	NC
	<p><i>At this point in proceedings, the Clerk pointed out the restriction imposed by Standing Order 1(y) as follows: "Meetings shall not exceed a period of 2½ hours". As a result, the Council resolved to implement Standing Order 31(a) and to waive 1(y) in respect of each remaining agenda item.</i></p>	
15.	<p>Working Groups <u>Restructuring of groups</u> – Cllr Hanson proposed 'Any working group shall contain a maximum of 3 councillors and preferably 2' - To discuss further in November meeting. Also 'Establishment of a Charity/Trust/Group</p>	

	<p>working group'. Fully Agreed. Cllr Mowatt and Cllr Hanson agreed to both step into this group.</p> <p><u>Highways</u> – Cllr Hall had previously circulated the Highways report to all Cllrs. Cllr Hall talked in more detail on 'Safer Route to School Campaign' and will obtain information and leaflets. Also highlighted Coopers Hill Road/Kings Cross Lane and serious accident that happened on 21st September. Proposed to council to:</p> <ol style="list-style-type: none"> 1 - write to Surrey Police and Tandridge District Council noting our concerns on the speeds in this area 2 - support the Speed Watch initiative and push for more volunteers 3 - write to Surrey Police under 'Freedom of Information' to ask for accident statistics for Coopers Hill Road/Kings Cross Lane. <p>Approved unanimously. To approach Lorraine Wells for further guidance if required</p> <p>Parking – Discussed in detail and agreed unanimously that a meeting of interested parties was required and the NPC would facilitate such a meeting. Agreed that for the first meeting it would be with key members of the interested parties in order to maintain a manageable meeting, with a 2nd public meeting set up if necessary. Interested parties were identified as Nutfield C of E School, Nutfield School PTA, Nutfield School PSA, Nutfield Preschool, TDC, Cllr Debbie Vickers, Surreys Country Councils Highways Dept, Holborn's store, Football Club, Surrey Safety Officer, Horse riders. Police and Residents. It was noted, that the Parish Council has little powers in this matter (roads, traffic and power), but has sympathy to the problem and will assist where possible.</p> <p>Cemetery Layby</p> <ol style="list-style-type: none"> 1 - Cllr Thorn confirmed to fund the fingerpost directional signs 2 - Cllr Thorn confirmed to fund £3000 for the patching of the A25 Cemetery layby (Surrey County Council will repaint the lines after the work complete). Work to be approximately £3100, so a deficit of potentially £100. Proposed for NPC to cover the deficit of potentially £100. Vote 6 agreed/1 disagreed. Work to go ahead. Next steps for NPC to contact Surrey Country Council Highways contractor to move this forward. Clerk to check on timeframes for the finance. <p>Cllr Murray read out the following statement and asked for it to be added to the minutes after the vote for the layby had taken place. <i>"Cllr Murray is grateful for the generosity shown by SCC Councillor Rose Thorn in authorising the donation of £3000. This will pay the majority of the cost of repairing the Nutfield Cemetery lay-by which is in a shocking state due to commercial vehicle traffic. However, Cllr Murray is unable to agree to the use of any NPC funds to make up the small shortfall as it means that Nutfield Parishioner funds are being used to repair SCC property. Regardless of the sum involved, this is totally wrong in principle. SCC have the responsibility for keeping our roads in a decent state of repair, in this regard they are totally failing us. Parish Council funds should not be used for matters that are the legal responsibility of other Authorities."</i></p> <p>Church Hill vegetation – Is this owned by Surrey Highways? Clerk to investigate ownership.</p>	<p>PH/RW</p> <p>SH</p> <p>SH/NC</p> <p>NC</p> <p>SH/NC</p> <p>NC</p> <p>SH</p>
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	<p><u>Communications</u> – <i>GDPR</i> – Discussed and proposed £500 for Sweethaven to set up (Office 365 and email addresses) and subsequently £2.85 per member per month. Unanimously agreed. Cllr Hall to action.</p> <p><u>Cemetery</u> - The Cemetery report had been circulated prior to the meeting.</p> <p>2 X open days for 2019 agreed by all. Dongle discussion for Wi-Fi for the NPC office. Cllr Kent and Clerk to investigate further as a number of different options available.</p> <p>War Graves Poppy proposal discussed. Cemetery War Graves to be included in the British Legion Remembrance Commemorations. Cllr Hall to order the relevant wreaths. Cllr Murray and Clerk to map out the graves. Timings to be confirmed with Royal British Legion. Fully approved by all Cllrs.</p> <p>Finance – Clerk reported that a listing of all costs and income relating to the Cemetery/WBA had been prepared for the working group for their analysis. These included the Assistant Clerks Salary, as a large part of the AC's time is cemetery based. A split in income received (Parishioner, 7 year Parishioner, Non-Parishioner) has also been provided to aid this analysis.</p> <p>Cemetery garden work (tree work etc) – additional £500 required. Agreed by all</p>	KS/NC SH/PM/NC
16.	<p>Groundworks, land and tree management (including burial grounds and allotments)</p> <p><u>Allotment</u> – Clerk to meet with Nick Dance to discuss winter cut for the allotments.</p> <p><u>Village Gardener</u> – To look for new candidate or company.</p>	NC NC
17.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>TAG – 6th September – Cllr Ford attended. The PM monitor (Mercers Park) has required cleaning and recalibrating, which has not been straightforward and there is concern that the readings may not be totally accurate. The readings taken since installation have been collated and passed to TDC as there appears to have been exceedances. TDC have passed this to their Air Quality Control advisers and TAG are awaiting a response. The NXO readings for all Nutfield monitors were all good and below threshold.</p> <p>Biffa – 19th September – Cllr Ford attended – asked for a specific meeting with the community team to speak further regarding the Curbing and Cemetery Shed. Asked if Biffa could hold tachograph breaks on site.</p> <p>Parish Assembly 19th September – Cllr Hall attended – nothing to report</p>	SF
18.	<p>Councillor surgeries and monthly news article</p> <ul style="list-style-type: none"> • Cllr Hanson and Cllr Johnson agreed to attend the 20th October Surgery. 17th November – Cllr Mowatt and Cllr Hall. 15th December – Cllr Murray and Cllr Sandiford • Next link article to include– open day, fly tippers, speed watch volunteers, replacement Cllrs, war graves, traffic (speed and parking) in Mid Street 	PH/JJ RM/SH PM/KS SH

19.	Training (and conferences). None	
18	Payment(s) Cllrs approved the list of payments that had been prepared and circulated by the Clerk prior to the meeting (see Appendix 2: Schedule of Payments) which totaled £10,004.45 (VAT inclusive). Clerk to dispense payments.	NC
19	Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency Cllr Thorn has offered £1000 through member's allowance – discussed and agreed to spend on Cemetery Screening. Clerk to get quote and Cllr Ford to speak with Cllr Thorn to check on timeframes associated with this funding and advise what we have decided upon.	NC/SF
20	Notification of business for inclusion on the next agenda 1. Restructuring of Working Groups – confirmation of revised memberships	
21	Next meeting date(s) Cllrs noted that the Council's next meeting would take place on 7 th November 2018 at Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE at 7.30pm.	ALL
22	Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960: Nothing discussed under this item.	

Appendix 1 – Working Groups

Working Group	Tasks and projects	Members <i>(Heads <u>underlined</u>)</i>
Cemetery	Burial records and customer service	<u>Sue</u> , David, Paul, Phil, Stephen, Nicky and Maxine
Communications	Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency, General Data Protection Regulations	Kent, David, Stephen and Nicky
Community	Fly grazing (Council land), Crime Prevention measures, and support to vulnerable people.	<u>John</u> , Sue and Stephen
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	<u>John</u> , Paul, David, Kent, Stephen and Nicky
Highways	Snow Angels, Air Quality, reporting condition of roads, pavements and over-grown vegetation on verges etc. to SCC, 20 mph speed limit projects, Street Lighting.	<u>Stephen</u> , Sue, Rigel, Phil and Maxine
Land	(Play areas), Tree Work, Bus Shelter, Cemetery & WBA sites (Health & Safety), (War Memorial), Jubilee Fields, Village Entry Signs, the Triangle, Village Green, the Pound, Allotments, (Nutfield Marsh).	Sue, Rigel, Maxine and Nicky
Local Plan	Research and preparation of formal response to Tandridge District Council's and Reigate & Banstead Borough Council's Local Plans	<u>Paul</u> , John and Rigel
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt.	<u>Kent</u> , John and Rigel plus Paul (Redhill Aerodrome)
Staffing	Appraisals, contracts, pensions, well-being issues, HR policies.	<u>Paul</u> , David, Philip, John, Nicky and Maxine
Transport	All matters relating to airfields and airports including consultations, local railways.	<u>Paul</u> , John, David, Steve Hanks and Duncan Mallison
Charities/Trust/Grant	CMT, MHT, grant opportunities	<u>Rigel</u> , Phil

Appendix 2 – Schedule of Payments

NUTFIELD PARISH COUNCIL

Schedule of Payments
3rd October

Chq No.	Ref	Payee	Net (£)	VAT (%)	Gross (£)	VAT Amount (£)	Comments	Paid
00367	0017	Nutfield Memorial Hall	£ 36.00	0%	£ 36.00	£0.00	September Hall fee	
00368	0018	Mrs C.A. Crutchfield	£ 743.75	0%	£ 743.75	£0.00	Local Plan Regulation 19 review and consultation	
00369	0019	Nicky Chiswick	xxx	0%	xxx	£0.00	Clerk's salary and office allowance (September 2018)	
00370	0020	Nicky Chiswick	£ 267.69	0%	£ 267.69	£0.00	Expenses claimed by the Clerk (September 2018)	
00371	0021	Maxine Gray	xxx	0%	xxx	£0.00	Assistant Clerk's salary (September 2018)	
00372	0022	Maxine Gray	£ 64.88	0%	£ 64.88	£0.00	Expenses claimed by the Assistant Clerk (September 2018)	
00373	0023	Jo Gaywood	xxx	0%	xxx	£0.00	Data Input Salary (September 2018)	
00374	0024	John Massey	xxx	0%	xxx	£0.00		
00375	0025	John Massey	£ 6.84	0%	£ 6.84	£0.00	Expenses claimed by the Village Gardener (September 2018)	
00376	0026	HM Revenue and Customs	£ -	0%	£ -	£0.00	PAYE and Class 1A NICs (September 2018) - set at Zero - please see attached HMRC reconciliation sheet	
DD*	0027	Public Works Loan Board (502929)	£ 1,415.96	0%	£ 1,415.96	£0.00	Loan (Jubilee Field 3 407 08546)	
DD*	0028	Public Works Loan Board (499350)	£ 2,695.20	0%	£ 2,695.20	£0.00	Loan (Jubilee Field 1 & 2 412 08546)	
00377	0029	The Groundsman Ltd	£ 500.00	20%	£ 600.00	£100.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (September 2018)	
DD*	0030	SES Business Water	£ 9.00	0%	£ 9.00	£0.00	Monthly water charges - cemetery	
DD*	0031	SES Business Water	£ 22.00	0%	£ 22.00	£0.00	Monthly water charges - allotments	
0378	0032	Blue Pixel Design	£ 60.00	0%	£ 60.00	£0.00	Maintenance work - website	
0379	0033	Nick Dance **	£ 960.00	20%	£ 1,152.00	£192.00	Noticeboard - refurbishment, installation and disposal	
0380	0034	SSALC Limited	£ 100.00	20%	£ 120.00	£20.00	Clerk Legal and Finance Training	
DD*	0035	National Employment Savings Trust (NEST)	£ 145.41	0%	£ 145.41	£0.00	Pension - Employer and employees contributions (September 2018)	
382		Total	£ 9,692.45		£ 10,004.45	£ 312.00		

* Payment scheduled by Direct Debit

** Use of Community Infrastructure Levy money

Signed:

Nicky Chiswick, Clerk to Nutfield Parish Council

Date: 3rd October 2018

Signed:

Parish Councillor Parish Councillor 1

Signed:

Parish Councillor Parish Councillor 2